

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 11 April 2018 in the Tikipunga High School Boardroom

MEETING OPENED: 5.10pm

KARAKIA: Recited by all

WELCOME: Christine Crichton. Welcome to Eunice who is returning and to Ian our new staff trustee.

1. ADMINISTRATION

PRESENT: Christine Crichton, Alec Solomon, Hugh Oakley-Browne, Ross Tipene, Tokarangi Totoro, Eunice Roberts, Ian Smith, Annaliese McEwen (Secretary)

Ngaire King – Rongahia te Hau Presentation only 6.05pm – 6.55pm

1.2 APOLOGIES: Te Arani Bennett (Tai Tokarau Festival), Bev Walding (Tai Tokarau Festival)

1.3 DECLARATIONS OF INTEREST: Ross – Te Taitokerau Education Trust and Manaia View BOT
Hugh sought clarification on the definition of a conflict of interest. Discussion around this. Recommended that he attend the NZSTA Essentials Training as this covers conflicts of interest. Christine asked that Annaliese follow up on training for our new members. **ACTION POINT**
2018 Trusteeship booklet uploaded to Resource Topic in our Google Classroom, Hard copy given to Hugh to look over.

1.4 MINUTES FROM THE PREVIOUS MEETING:

Minutes of the March meeting and the Sub Committee meetings were previously circulated and tabled.

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 21st March** and the **Sub Committee meetings (x2) held on Thursday, 5th April** are a true and correct record.

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

1.5 MATTERS ARISING:

Vietnam Report – Copy uploaded to classroom and tabled. Hawaii report soon to be completed and to BOT.

2. POLICY – Reminder to Review Policies via School Docs, email sent at beginning of the term.

3. PRINCIPALS REPORT

Principals April report and supporting information previously circulated and tabled. Alec spoke to this, points as follows:

Rongohia te Hau – Shared feedback collated by Rochelle. Delighted with shift in culturally responsive and relational pedagogy.

Student Achievement – Analysis of Variance, previously circulated and tabled. Will be confirmed in April.

SENCO - Challenge with lack of information coming to us from schools, working on it with new RTL. We are pushing with MOE for all the assessments and all information to be attached on ENROL so that they move with students.

SLWLH – Whanau feedback previously circulated and tabled. Whanau feedback from the hui was massively positive. Feedback included – Overall whanau seemed to love that fact that they were talking and focussed on learning, some whanau in past have felt hui was focused on attendance and behaviour.

Looking to the future, feedback shows that whanau would like the hui to be longer and finding a digital platform that the students can upload examples of their work.

There was some apprehension from staff leading up to the hui, feedback has been positive.

Alec felt staff, students and whanau really embraced it and worked into our values systems.

Self Review - plan on a page and draft Charter previously circulated and tabled. Charter shared with all BOT to comment.

Personnel - appointed Tuahio Johnson as new middle school teacher terms 2-4. Letter went out yesterday to whanau informing them of the change.

Property - Hui next week with MOE, K Deaf and Blendz to discuss third party occupancy of S Block, long process. Whare wananga – Tenders open. Cafeteria Re-roof and flooring to be done. Currently some vandalism behind the Science block, hopefully this will reduce with winter coming. Some tagging in new toilets.

KPMG working bee – 100 graduates worked onsite for 4 hours. Approx 50 Thousand worth of materials and Labour donated. Major projects completed; Volleyball courts - drainage added, edging, new sand. Staff courtyard – gardens barked, pebbles added, still planting and paint to be completed. School gardens – several around the school and Science Block courtyard completed. Alec will share before and after photos.

BOT to show our appreciation in writing. Christine to Draft letter.

ACTION POINT

Health and Safety – All contractors vetted. Hugh asked if we hold a register for H&S, this is under Elliott's portfolio. Discussion around Health and Safety data. Any major incidents go to Alec and he brings to BOT if required. H&S training and resources available from NZSTA. Alec to contact NZSTA to suggest what indicators they suggest for H&S reporting

ACTION POINT

Attendance – Attendance data previously circulated and tabled. Overall average attendance up.

General - Overall, Alec feels it has been a very successful term, Emma Leyland is tracking and evaluating our pastoral entries seems to definitely been a shift. This time last term we had 11 stand downs, we have had one stand down to date this term – Alec believes this is because of improved relationships between staff and students, collective values based behaviours and restorative Kaupapa.

Carpark – Alec has been based at the gate every morning and has noticed due to the lack of markings that vehicles tend to come in the exit by mistake, also overall the markings are faded. Quote for \$3,000.00.

Motion: The board agrees to the remarking of the Carpark to the value of \$3,000.00.

PROPOSED: Christine

SECONDED: Hugh

CARRIED: Unanimously

Motion: That the Principals April report is received and accepted.

PROPOSED: Alec

SECONDED: Ross

CARRIED: Unanimously

4. FINANCE

4.1 Draft Finance

Draft Annual Accounts - ended the year in a better position than predicted.

Motion: To accept the draft Financial Statements for the year ended 31 December 2017.

PROPOSED: Christine

SECONDED: Ian

CARRIED: Unanimously

6.05PM – Presentation Ngaire King

Welcome to Ngaire King, Far North facilitator for Team Solutions - Culturally Responsive and relational Pedagogy. Supports schools to raise achievement and well being of maori students and gaining educational success as maori. Worked with THS since 2016.

Measures of Rongohia te Hau - Set of surveys to whanau, students and teachers. 20 min observations of staff. Earlier this term surveys were administered to whanau, 28 whanau participated, last year we were not able to gather whanau voice. Has been positive on the whole.

Summary of evidence tabled. Summary of observations since 2015, trend upwards, even though the school has had changes in staff, this shows strategic employments which are a good fit for the school and the community. Survey results shared in Alec's report. See big shifts from previous. Perception in teachers can be far higher than students in some schools our results are a much closer perception between students and teachers. Still work to do on a shared understanding.

Student comments and Number of Maori/Non Maori Students tabled. Comments discussed. Ngaire believes there is a change in language from students, learning is a new theme in the responses.

TAI part of practice, linking with what is coming from Rth. Student Voice to go out every term LOL gets responses for whole department. Once data has come in Alec will bring to BOT.

Ngaire suggested that next time whanau are here for SLWH a computer is made available to complete this may up the amount of whanau voice.

Next Steps: next term Ngaire will be working with departments and supporting teachers with a shadow coaching tool.

Thank you to Ngaire. 6:55pm PRESENTATION FINISH.

Discussion about presentation, great to see a positive shift.

5. DISCUSSION

5.1 Selected Trustee

Position offered to Beverly Walding, mother of 2 students Yr 7 & Yr 9.

Motion: To accept Beverly Walding as a Selected Trustee.

PROPOSED: Christine

SECONDED: Alec

CARRIED: Unanimously

5.2 Co-Opt Trustee

Eunice Roberts is returning to our Board.

Motion: To Co-opt Eunice Roberts as a member of the Tikipunga High School Board of Trustees

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

Alec mentioned that he had also been speaking with, Alison Faithfull, mother of Adam Faithfull in Te Putahitanga, would like to join BOT, previously chair of KHS, wonderful governance skill set.

5.3 Provisional staffing – previously circulated and tabled. Our march 1st return was down slightly on our predicted. Alec unable to appointment anyone permanently for the remainder of the year, no issue as only one appointment coming up this year, fixed term to cover maternity leave. We will receive another letter at the end of year.

5.4 Swimming Pool Update – No update as meetings have been cancelled. CLM contact finished. Ian would like a smoother transaction back to us, to be noted for next contract. We need a report for this year.

Christine to get in touch with John to request.

ACTION POINT

5.5 William Pike Challenge - Asking blanket consent for all activities of Challenge. All agreed that the day trips can be covered by one blanket consent, however the overnight activities require a separate consent. Annaliese to form a response to Donna.

ACTION POINT

6. GENERAL

6.1 SSC Facility Feedback - good and positive

6.2 NZSTA Conference – those wanting to attend please get preferences to Annaliese ASAP.

6.3 Hugh asked how teachers are kept up to date with latest evidence based applications? Table for future conversation.

7. IN-COMMITTEE

6.13pm IN-COMMITTEE – In accordance with the Local Government Information and Meeting Act of 1987, it was moved for reasons of confidentiality that the meeting move into committee.

6.21pm OUT OF IN-COMMITTEE: After discussion it was proposed that the meeting move out of committee.

8. CORRESPONDENCE

CORRESPONDENCE IN

- 8.1 Donna Edwards (LOL Yr 7 & 8) - William Pike Challenge
- 8.2 NZSTA - Trusteeship a Guide for School Trustees 2018
- 8.3 Education Gazette
- 8.4 STA News

CORRESPONDENCE OUT

- 8.5 Amiee Marinkovich - Personnel

Motion: That all correspondence is received and accepted

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

9. MEETING CLOSURE

9.1 IDENTIFY ITEMS FOR NEXT AGENDA

Apologies from Hugh – in Israel next month

9.2 IDENTIFY TASKS TO BE DONE

Annaliese to follow up on training for our new members.

Christine to draft letter to KPMG

Alec to contact NZSTA to suggest what indicators they suggest for H&S reporting.

Christine to request Pool Report.

Annaliese to form a response to Donna Edwards – William Pike.

- 9.3 **CHECK BOT HOURS RECORDED** Shared google doc to be completed by members

- 9.4 **CONFIRM NEXT MEETING DATE** 23rd May 2018

- 9.5 **MEETING EVALUATION FORMS** Shared google form to be completed by members

KARAKIA: Recited by all.

MEETING CLOSED: 7.30pm

Signed as a true and correct record

Christine Crichton

BOARD CHAIRPERSON